<u>STC Meeting August 25, 2005</u>

<u>Attendees:</u>
Denise Fehr, Linda Lambert (portion of meeting)
Tom Davis, Dana Dean, Tom Hurd, Margaret Ciechanowicz
Absent – Rod Dehner, Lisa Gauvin

<u>Summary:</u>

- Discussion of the presentation of the project to CITCAG. They will begin meeting weekly to discuss the applications and costs for the operation of the IBM s/390. Initial discussion identified two threads – support of the server itself and support for the data center. [CIGCAG is chaired by Dave Pierson and he has been asked to provide minutes from the meeting and next steps so that these can be incorporated into our status reports on the project]

- Draft project document on review of the mainframe was discussed and STC members will send comments to Margaret for revision.

- Margaret will draft and circulate 2 other documents – deadline Monday 8/29 for comments. Presentation of scope of work documents to CIO and Secretary of Agency of Administration for review and comment – September 1, 2005. If major revisions to the scope of work are received it may alter the membership of committees, approach and schedules set forth. STC will proceed as if plans are acceptable. Recap from 8/11/2005 minutes:

  o STC would provide a project overview document for 3 areas: (1) the use and future of the current IBM systems directly support by DII, (2) the co-location of servers and (3) definition of enterprise and enterprise architecture for the State.

  o These documents would be reviewed by STC member, Charlie and Steve to be sure the project scope was consistent with everyone's expectations of the work to be done.

- STC will meet weekly as before, but the agenda is the project. These are working sessions. STC proposes monthly status meetings with Denise (if she chooses not to attend weekly work sessions), Charlie and Steve to report on progress and discuss other STC agenda items.

- Linda Lambert agreed to provide sites for information on the Federal Enterprise Architecture and contacts if we would like to discuss this in more detail in the future. The formulation of this architecture can take exorbitant time if not controlled. It can be useful if there is a defined reason for employing it. Looking to other states or the federal government for templates and models may be more useful than designing from the ground floor.

- Discussion of timeline for the projects. Based on the preliminary project scope and tasks associated with these projects the STC at the 8/25 meeting unanimously agreed to propose a deadline of January 1 in order to adequately cover the topics.

- STC should receive reports from CITCAG on their work and incorporate it in status reports. A final report for the 'mainframe' project would include the core findings from CITCAG. The Agency Secretary and CIO have asked the STC to include review of the equipment at the Department of Labor as well. To that end they have asked Department of Labor to participate.

- General agreement that for STC to complete any of the projects a broad understanding of the current infrastructure was required. It was agreed generally that this would include the server-side and not include an inventory of desktops, printers and office use printers, laptops or mobile devices. Our goal is not to create a detailed inventory of all IT equipment, rather to gain an understanding of the computing environments and locations throughout State Government.

- Task assignments were: Tom Hurd would modify a spreadsheet template AOT is using; Tom Davis would identify the components of infrastructure architecture and create a server class definition so that we could categorize equipment. Dana Dean would identify department contacts and create correspondence and/or agenda for a meeting with IT Managers throughout the State to explain our project and enlist their support.

- Margaret Ciechanowicz will provide meeting minutes.

- STC meeting is scheduled for September 1, 2005, 1:00 – 4:00 pm, National Life, 4th floor, conference room #2